

Professional and Managerial Branch
General Administrative Group
Property Management Series

RIGHT-OF-WAY AGENT

2/95

Summary

Under general supervision, facilitate acquisition of land or rights-of-way for a public utility or other municipal agency.

Typical Duties

Coordinate and negotiate, within prescribed guidelines, the acquisition of private and public real property and rights-of-way needed. Involves: negotiating with property owners, their representatives or public officials to allow installation, maintenance and repair of utility lines, facility construction and other uses; coordinating with utility personnel, surveyors, consulting engineers, archaeologists and contractors to avoid delays in construction and other department operations, and to assure compliance with easement terms.

Administer the department's right-of-way program. Involves: reviewing and authorizing timely payment to property owners for lands, easements and renewals; receiving inquiries and resolving related complaints from the public or public officials regarding use of acquired lands or easements; investigating and resolving encroachment on acquired rights-of-way by granting a license agreement, imposing a lien or pursuing encroachment removal for conditions which interfere with necessary operations; processing requests for vacation or abandonment of rights-of-way or easements.

Prepare preliminary purchase options and cost estimates; Involves: examining public records to determine ownership and other real property rights; collecting land value data; considering location and trends or impending changes that could influence future value of property; managing the selection of land appraisers in accordance with established procedures and assisting in determining fair market value of lands and rights-of-way.

Perform miscellaneous related professional duties as required. Involves: attending City Council or other public meetings to provide information on matters pertaining to rights-of-way, such as special licenses, license encroachments and vacating easements; keeping updated on state and federal regulations and pending legislation regarding right-of-way procedures; making recommendations, as assigned, for the best use and highest return from lands and rights-of-way acquired.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's degree in Business or Public Administration, Engineering or related field and two years of professional experience in sales or purchasing of residential or commercial property or rights-of-way or an equivalent combination of training and experience.

Knowledge, Skills and Abilities: Good knowledge of: real estate practices, appraisal methods, and techniques of contract and lease negotiations; right-of-way acquisitions, legal and economic aspects of real estate, and condemnation procedures; local, state and federal real estate laws concerning right-of-way and the rights of property owners; and of local geography.

Ability to: negotiate mutually acceptable real estate contracts or right-of-way agreements, read and understand maps, real property plats, and engineer drawings; estimate the value of rights-of-way; express oneself clearly and concisely both orally and in writing; establish and maintain effective working relationships with fellow employees, officials, landowners, land developers and the general public; prepare necessary paperwork to file and check titles and research legal descriptions of real property; process licenses and request land use permits.

Skill in use of personal computer to utilize provided application programs.

Special Requirement: May require weekend and evening work and be subject to recall.

Director of Personnel

Department Head